

minutes

Major Projects and Finance Committee

MEETING HELD ON **MONDAY 4 NOVEMBER 2019**

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CITY OF JOONDALUP

**MINUTES OF THE SPECIAL MAJOR PROJECTS AND FINANCE COMMITTEE MEETING
HELD IN CONFERENCE ROOM 1, JOONDALUP CIVIC CENTRE, BOAS AVENUE,
JOONDALUP ON MONDAY 4 NOVEMBER 2019.**

ATTENDANCE

Committee Members

Cr John Logan
Mayor Hon. Albert Jacob, JP
Cr Russell Poliwka
Cr Tom McLean, JP
Cr John Raftis
Cr Suzanne Thompson

Observers

Cr John Chester
Cr Russ Fishwick, JP
Cr Christine Hamilton-Prime
Cr Kerry Hollywood
Cr Christopher May
Cr Philippa Taylor

Officers

Mr Garry Hunt	Chief Executive Officer
Mr Jamie Parry	Director Governance and Strategy
Mr Brad Sillence	Manager Governance
Mrs Vivienne Stampalija	Governance Coordinator
Mrs Lesley Taylor	Governance Officer
Mrs Wendy Cowley	Governance Officer

DECLARATION OF OPENING

The Chief Executive Officer declared the meeting open at 7.40pm.

DECLARATIONS OF INTEREST

Nil.

ELECTION OF PRESIDING MEMBER

Section 5.12 of the *Local Government Act 1995* requires a Committee appointed by a local government, to appoint a Presiding Member as the first item of business at its first meeting. Schedule 2.3 of the Act requires the Chief Executive Officer to preside.

Mayor Hon. Albert Jacob, JP nominated Cr John Logan. Cr Logan accepted the nomination.

There being no further nominations at the close of the Election for Presiding Member, Cr John Logan was declared elected unopposed to the position of Presiding Member and assumed the Chair at 7.43pm.

ELECTION OF DEPUTY PRESIDING MEMBER

It is advisable that the Committee appoints a Deputy Presiding Member, who would chair the meeting in the absence of the Presiding Member.

Cr John Raftis self-nominated for the position of Deputy Presiding Member.

There being no further nominations at the close of the Election for Deputy Presiding Member, Cr John Raftis was declared elected unopposed to the position of Deputy Presiding Member.

APOLOGIES / LEAVE OF ABSENCE

Apology

Cr Nige Jones.

Leave of Absence Previously Approved

Cr Christine Hamilton-Prime	27 October to 10 November 2019 inclusive;
Cr Russ Fishwick, JP	4 November to 19 December 2019 inclusive.

ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Nil.

IDENTIFICATION OF MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC

In accordance with Clause 5.2 of the City's *Meeting Procedures Local Law 2013*, this meeting was not open to the public.

PETITIONS AND DEPUTATIONS

Nil.

REPORT

ITEM 1 SETTING OF MEETING DATES - MAJOR PROJECTS AND FINANCE COMMITTEE

WARD	All
RESPONSIBLE DIRECTOR	Mr Jamie Parry Governance and Strategy
FILE NUMBER	107023, 02153, 101515
ATTACHMENT	Nil
AUTHORITY / DISCRETION	Executive - The substantial direction setting and oversight role of Council, such as adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

PURPOSE

For the Major Projects and Finance Committee to consider the proposed schedule of committee meeting dates for 2020.

EXECUTIVE SUMMARY

In order to assist with forward planning for all Elected Members, management and staff, a schedule of meeting dates has been prepared for the Major Projects and Finance Committee, ensuring synergy between meeting dates and the flow of information and decision-making.

It is therefore recommended the Major Projects and Finance Committee adopts the meeting dates and times for the Major Projects and Finance Committee of the City of Joondalup to be held at the Joondalup Civic Centre (Conference Room 1), Boas Avenue, Joondalup.

BACKGROUND

The former Major Projects Committee was merged with the Finance Committee at the Special Council meeting held on 6 November 2017. The role of the established Major Projects and Finance Committee is to:

- oversee the progress of the City's annual capital works program and review of the City's *Five Year Capital Works Program*
- make recommendations to Council on modifications of capital works projects and major strategic capital projects

- make recommendations to Council on various elements of major strategic capital projects, including but not limited to:
 - project scope
 - design elements and core project components
 - development models and financial structures
 - on-going management and utilisation models
- make recommendations to Council on the services to be provided by the City and the standards of service delivery being cognisant of industry best practice
- oversee the City's financial management activities, funding proposals and long-term strategic financial planning
- make recommendations to Council on reviews and impacts on the City's *20 Year Strategic Financial Plan*.

The proposed schedule of Council meeting dates is based on the format used in recent years. That is, a monthly meeting format with Strategy Sessions held on the first Tuesday of each month, Briefing Sessions held on the second Tuesday and Council Meetings on the third Tuesday.

This enables committee meetings to be scheduled on the Monday, Tuesday or Wednesday of weeks one, two and three so to minimise potential conflicts with other Council activities and provide a 'meeting-free' week in the fourth week of each month.

It is preferable to hold committee meetings in the first week of the month, thereby enabling committee recommendations to be listed in the Briefing Session agenda and subsequently the Council meeting agenda, however this may not always be possible due to other scheduled meetings.

DETAILS

The Major Projects and Finance Committee will oversee the progress of a variety of landmark projects within the City of Joondalup. Meetings of this committee may need to be held on an 'as-needs' basis, due to the nature and timing of decisions needed for these significant projects. However, to ensure ongoing progress reports are provided to Elected Members and enable timely decisions to be made, it is suggested the Major Projects and Finance Committee meets bi-monthly, on the Monday of the first or second week of the month.

The proposed meeting days and times are as follows:

- Monday 9 March 2020, commencing at 5.45pm.
- Monday 4 May 2020, commencing at 6.00pm.
- Monday 13 July 2020, commencing at 5.45pm.
- Monday 7 September 2020, commencing at 5.45pm.
- Monday 2 November 2020, commencing at 5.45pm.

Issues and options considered

The Major Projects and Finance Committee can either:

- adopt the meeting dates as proposed in this report
- or
- amend the meeting dates.

Legislation / Strategic Community Plan / policy implications

Legislation

*Local Government Act 1995.
Local Government (Administration) Regulations 1996.
City of Joondalup Meeting Procedures Local Law 2013.*

Strategic Community Plan

Key theme

Governance and Leadership.

Objective

Corporate capacity.

Strategic initiative

Not applicable.

Policy

Not applicable.

Risk management considerations

Should forward planning of committee meetings not be identified, then there is a risk for meetings to be held on an ad-hoc basis; lacking coordination with other key meetings and corporate planning processes.

Financial / budget implications

Not applicable.

Regional significance

Not applicable.

Sustainability implications

Not applicable.

Consultation

Not applicable.

COMMENT

The proposed dates have been based on a bi-monthly meeting cycle, with meetings to be held in the first week or second week of the month, thereby enabling flow-on reporting within Council's monthly meeting cycle. In addition, the proposed meeting dates for the Major Projects and Finance Committee are cognisant of proposed meeting dates for a variety of other committees.

VOTING REQUIREMENTS

Simple Majority.

MOVED Mayor Jacob, SECONDED Cr McLean that the Major Projects and Finance Committee ADOPTS the following meeting dates and times for the Major Projects and Finance Committee of the City of Joondalup to be held at the Joondalup Civic Centre (Conference Room 1), Boas Avenue, Joondalup:

- 1 Monday 9 March 2020, commencing at 5.45pm;**
- 2 Monday 4 May 2020, commencing at 6.00pm;**
- 3 Monday 13 July 2020, commencing at 5.45pm;**
- 4 Monday 7 September 2020, commencing at 5.45pm;**
- 5 Monday 2 November 2020, commencing at 5.45pm.**

The Motion was Put and

CARRIED (6/0)

In favour of the Motion: Cr Logan, Mayor Jacob, Crs McLean, Poliwka, Raftis and Thompson.

CLOSURE

There being no further business, the Presiding Member declared the meeting closed at 7.45pm; the following Committee Members being present at that time:

Cr John Logan
Mayor Hon. Albert Jacob, JP
Cr Tom McLean, JP
Cr Russell Poliwka
Cr John Raftis
Cr Suzanne Thompson